



\*VG-28-2022-20220026788\*

**File Information**

**FILED IN THE OFFICIAL PUBLIC RECORDS OF BEXAR COUNTY  
LUCY ADAME-CLARK, BEXAR COUNTY CLERK**

**Document Number:** 20220026788  
**Recorded Date:** February 01, 2022  
**Recorded Time:** 2:38 PM  
**Total Pages:** 4  
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**\*\* THIS PAGE IS PART OF THE DOCUMENT \*\***

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Any provision herein which restricts the sale or use of the described real property because of race is invalid and unenforceable under Federal law

STATE OF TEXAS, COUNTY OF BEXAR

I hereby Certify that this instrument was FILED in File Number Sequence on this date and at the time stamped hereon by me and was duly RECORDED in the Official Public Record of Bexar County, Texas on:  
2/1/2022 2:38 PM



*Lucy Adame-Clark*  
Lucy Adame-Clark  
Bexar County Clerk

# SCANNED

**MANAGEMENT CERTIFICATE FOR  
MISSION OAKS HOMEOWNERS' ASSOCIATION, INC.**

**THE STATE OF TEXAS**

**COUNTY OF BEXAR**

The undersigned, being an officer of PMI Bluebonnet Realty, managing agent of Mission Oaks Homeowners' Association, Inc., a non-profit corporation organized and existing under the laws of the State of Texas, submits the following information pursuant to Section 209.004 of the Texas Property Code which supersedes any prior Management Certificate filed by the Association:

- 1) **Name of Subdivision:** Mission Oaks
- 2) **Name of the Association:** Mission Oaks Homeowners' Association, Inc.
- 3) **Recording Data for the Subdivision Development:** Plat recorded at Bexar County under:  
Volume 9543, Page 171.
- 4) **Recording Data for the Declaration:** See Exhibit "A"
- 5) **Name and Mailing Address for the Association:**  
Mission Oaks Homeowners Association  
c/o PMI Bluebonnet Realty  
20540 HWY 46 W Ste 115  
Spring Branch, TX 78070  
www.missionoakshoa.com
- 6) **Name and Mailing Address of Person Managing the Association or its Designated Representative:**  
PMI Bluebonnet Realty  
20540 HWY 46 W Ste 115  
Spring Branch, TX 78070  
830-264-8120  
tara@pmibluebonnetrealty.com
- 7) **Other information the Association considers appropriate:** Prospective purchasers are advised to independently examine the Declaration, Bylaws, and all other governing documents of the Association, together with obtaining an official Resale Certificate and performing a comprehensive physical inspection of the lot/home and common areas, prior to purchase. **The purpose of this certificate is to provide information sufficient for the title company to correctly identify the subdivision and to contact its governing Association or representative.** This certificate does not purport to identify every piece of information pertinent to the subdivision. No person should rely on this certificate for anything other than instructions for contacting the Association in connection with the transfer of title to a home in the subdivision. **Homeowner's Association Transfer Fee: \$200**

8) Fee(s) related to Property Transfer:

- Management Transfer Fee - \$225.00
- Resale Package
  - Premier Resale Certificate Package PLUS the Statement of Account and Inspection - \$575
  - Resale Certificate (Texas TREC Form) Package PLUS the Statement of Account - \$475
  - Resale Certificate (Texas TREC Form) and Association Documents Package- \$375
  - Rush for Resale Package:
    - o 1 business day = \$115 / 3 business days = \$85 / 5 business days = \$75
  - Add a Rush to an existing order= \$25.00 + Cost of a Rush
  - Update for Resale Package:
    - o 1-180 days= \$75.00
- Statement of Account only= \$125.00
  - Rush for Statement of Account only:
    - o 1 business day = \$115 / 3 business days = \$85 / 5 business days = \$75
  - Update for Statement of Account only:
    - o 1-14 days - No Cost / 15-45 days= \$35.00 / 46-90 days= \$50.00

SIGNED this the 31 day of January, 2022.

MISSION OAKS HOMEOWNERS' ASSOCIATION, INC.  
A Texas Non-Profit Corporation

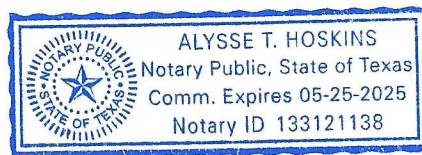
By: \_\_\_\_\_

Steven Poer (Community Manager and Agent for POA)

SUBSCRIBED AND SWORN TO BEFORE ME, by Steven Poer, the Community Manager and Agent for Mission Oaks Homeowners' Association, Inc.

on this the 31 day of January, 2022, to certify which witness my hand and seal of office.

Alyse T Hoskins  
NOTARY PUBLIC, STATE OF TEXAS



**After Recording Return to:**

PMI Bluebonnet Realty  
20540 Hwy 46 W, Suite 115  
Spring Branch, TX 78070



**Exhibit "A"**

DATE RECORDED	BEXAR INSTRUMENT NUMBER	DOCUMENT
07-22-2003	20110210960	Certificate of Incorporation/Articles of Incorporation of Mission Oaks Homeowners' Association, Inc.
04-17-2003	20030095499	Declaration of Covenants, Conditions and Restrictions for the Mission Oaks Subdivision
	20110210960	Bylaws of the Mission Oaks Homeowners' Association, Inc.
10-30-2020	20200262361	First Amendment to the Bylaws of Mission Oak Homeowners' Association, Inc.
09-12-2006	20110210960	Resolution of the Board of Directors for Mission Oak Homeowners' Association, Inc.: Parking Policy, Collection Policies, Record Retention Policy, Records Inspection Policy, Payment Plan Policy, Membership Voting Policy, Email Registration Policy,
06-19-2013	Book 16229, pg. 791	Resolution of the Board of Directors for Mission Oak Homeowners' Association, Inc.: Towing Policy
07-03-2012	20120130148	Resolution of the Board of Directors for Mission Oak Homeowners' Association, Inc.: Violation Enforcement Policy
09-12-2006	20110210960	Resolution of the Board of Directors for Mission Oak Homeowners' Association, Inc.: Parking Policy, Records Retention Policy, Records Inspection Policy, Payment Plan Policy, Membership Voting Policy, Email Registration Policy
10-13-2021	20210285797	Swimming Pool Enclosure Guidelines Religious Item Display Guidelines Bid Solicitation Process
	20110210960	Architectural Guidelines for: Solar Panels, Flag and Flag Poles, Roof Shingles, Rain Barrels and Religious Symbol displays
12-12-2013	PI2-20130260117-27	Records Retention Policy, Records Inspection Policy, Payment Plan Policy, Membership Voting Policy, Email Registration Policy, Religious Items Display Guidelines, Solar Energy Device Guidelines, Roofing Material Guidelines, Rainwater Collection Guidelines, Flag Display Guidelines, Drought Resistant Landscaping and Natural Turf Guidelines, Assessment Collection Policy, Violation Enforcement Resolution, Application of Payments Policy, Conflict of Interest Policy